



Administrative Excellence

UNIVERSITY OF WISCONSIN-MADISON

Shaping our Future

Project Team:	IT – Email and Calendar Consolidation	
Date / Time:	Wednesday 04/04/12 9:00 – 11:00	
Location:	Room 67 Bascom Hall	
Attendees:	Chris Holsman, Bobby Burrow, Eric Straavaaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, Rhonda Davis, Chris Slatter	
----- AGENDA -----		
TOPICS	WHO	TIME
Welcome & Updates		
Administrator Engagements / Questions Finalize questions and contacts for in-person follow up	Bobby / Eric	30
Review the Product Comparison Matrix Calendar scores and supporting detail	Chris H.	30
[BREAK]		10
Additional review of the cost model for WiscMail / WiscCal Detailed breakdown of costs that will be carried forward regardless of the product selected	Chris H.	20
Review Draft Vendor Questions	Rhonda	20
Team Discussion – Next Steps <ul style="list-style-type: none">Schedule working meetings outside of our regular project time to work on the business case?	All	10